

**City of South Bend**  
**Administration & Finance Policy Manual**



**5.3 IT Purchasing Policy**

**Effective: May 1, 2010**

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**Purpose:** This policy defines the information technology purchasing policy for the City of South Bend.

**Scope:** This statement applies to all governmental units, enterprise operations, and operations of the City of South Bend.

**Responsibility:** This policy is the responsibility of the Controller of the City of South Bend. Changes or revisions to this policy are affected only with the consent and approval of the Controller.

**Effective Date:** This policy is effective May 1, 2010.

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**1.0 Policy Statement**

This policy defines the approval required for acquisition of all information technology hardware equipment, software, and other computer related items for use in city operations.

Approval of the Information Technology Department is required for all acquisitions.

Adherence to this policy will ensure that all hardware, devices, software, etc, will be operationally compatible within the city's information technology infrastructure and will be fully supported within the information technology help desk and user support functions.

**2.0 Purchasing**

All acquisitions of information technology hardware equipment, software and other computer related items must adhere to the purchasing policy of the City of South Bend as defined in AF Policy 3.1, Purchasing Policy.